

CCMC Committee and CCMC Instructors Special Meeting

Thursday, June 25, 2020, 10:00 AM

Meeting held via Gotomeeting.com

Minutes & Actions:

Meeting access was as follows:

<https://global.gotomeeting.com/join/888842005>

dial in by phone: United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 888-842-005

The meeting was recorded.

Note: The CCMC Committee, the CCMC Course Instructors, the Chair of the Connecticut Tax Collectors' Association, Inc. (CTx) Education Committee, and the CTx Executive Board officers were all invited to this meeting.

The meeting was called to order at 10:05 am by CCMC Committee Chairman John Rainaldi. Attending by teleconference were: from the CCMC Committee: Jennifer Gauthier, (OPM); Denise Talbot; William L. Donlin; David Kluczowski; Patricia Moisio. Attending as instructors who are not CCMC Committee members were: Dorian Owens, Peter Juszczynski, David Greaves, Launa Goslee, Carla Hamel, and J. Stacey Yarbrough. Lisa Biagiarelli joined the meeting at 10:09 am.

John Rainaldi introduced discussion of the proposed CCMC Fall 2020 Course Schedule, as proposed to the CCMC Committee by the instructors of each course.

The schedules presented by the instructors to the CCMC Committee in advance of the meeting were as follows:

CCMC Course I: Instructors are Launa Goslee and Carla Hamel. All regular classes will be two hours long from 3:30 PM to 5:30 PM on Mondays, except for one Tuesday due to Columbus Day. The final will be three hours from 3:00 PM to 6:00 PM. Location(s) to be determined. Classes will be held on: Monday, September 14, 2020 (a review session covering the material that was covered in the three sessions that met during the Spring 2020 semester, prior to the time classes were stopped due to the COVID-19 pandemic); Monday, September 21, 2020; Monday September 28, 2020; Monday, October 5, 2020; Tuesday, October 13, 2020; Monday, October 19, 2020; and Monday, October 26, 2020. Final exam to be held on Monday, November 2, 2020, the exam location is to be determined.

CCMC Course II: Instructors are William Donlin and Peter Juszczynski. All regular classes will begin at 5:30 PM and end at 7:00 PM, except where noted. Classes will be held on: Tuesday, September 15, 2020; Thursday, September 17, 2020; Tuesday, September 22, 2020; Thursday, September 24, 2020; Tuesday, September 29, 2020; Thursday, October 1, 2020; Tuesday, October 6, 2020; Thursday, October 8, 2020; Wednesday October 15, 2020 (this session will be from 5:30 PM to 7:30 PM due to Adam Cohen's presentation); Tuesday, October 20, 2020; Thursday, October 22, 2020; Tuesday, October 27, 2020; Thursday, October 29, 2020. Final exam to be held on Thursday, November 5, 2020. The exam location is to be determined.

CCMC Course III: Instructors are Lisa Biagiarelli and Dorian Owens. All regular classes

will begin at 6:30 PM and end at 8:30 PM, except where noted. Classes will be held on: Thursday, August 13, 2020; Tuesday, August 18, 2020; Thursday, August 20, 2020; Tuesday, August 25, 2020; Thursday, August 27, 2020; Tuesday, September 1, 2020; Thursday, September 3, 2020; Tuesday, September 8, 2020; Thursday, September 10, 2020; Tuesday, September 15, 2020; Thursday, September 17, 2020; Tuesday, September 22, 2020 (this session will be the course review from 5:30 PM to 8:30 PM). Final exam to be held on Thursday, September 24, 2020. The exam location is to be determined.

CCMC Course IV: Instructors are David Kluczowski and J. Stacey Yarbrough. All regular classes will begin at 6:30 PM and end at 8:00 PM, except where noted. Classes will be held on: Monday, September 14, 2020; Wednesday, September 16, 2020; Monday, September 21, 2020; Wednesday, September 23, 2020; Monday, September 28, 2020; Wednesday, September 30, 2020; Monday, October 5, 2020; Wednesday, October 7, 2020; Tuesday, October 13, 2020 (moved due to Columbus Day on October 12, 2020); Thursday, October 15, 2020; Monday, October 19, 2020; Wednesday, October 21, 2020; Monday, October 26, 2020; Wednesday, October 28, 2020. Final exam to be held on Wednesday, November 4, 2020. The exam location is to be determined.

A discussion was held regarding course enrollment. Course III's enrollment was very low in the Spring before the course was canceled, and it is expected that some of the students who were enrolled in the Spring 2020 courses may not wish to take the courses online through distance learning. It was decided that the course registration information for Courses II, III and IV could be sent through the CTx hotline to allow more students to enroll in the courses and that it would be better to get the proposed schedule out as soon as possible. It was noted Course I cannot be made available to new students this session because it is continuing from where it left off in the Spring 2020. It was also noted that Courses 3 and 4 were scheduled to allow students to potentially enroll in both during this semester without more than a few weeks of overlap.

Denise made a motion to accept the CCMC Course schedule for the Fall of 2020 through distance learning as presented. Lisa seconded the motion. Motion carried unanimously.

John updated the committee on the process of purchasing laptops for the use of the instructors teaching the CCMC courses. He had previously emailed several quotes to the committee and instructors. A discussion was held regarding purchasing the computers and whether to purchase PC's or Chromebooks, whether to purchase new or refurbished equipment, which vendor to use, some of the pros and cons of different types of computers, and prices. John expressed reservations about buying from unknown vendors on Amazon due to bad experiences personally and said he preferred dealing with a known vendor such as Staples in case of issues. Different members expressed their opinions about various computers and programs such as Google Slides. Some instructors expressed some apprehension due to perceived limitations on their own technical knowledge. It was noted that we should all have practice sessions prior to attempting to conduct live instruction and that if any refurbished equipment is purchased it should include a warranty. The group expressed no concerns about using refurbished equipment if that decision is made due to the difference in price. John agreed to contact the instructors for each course to determine their preferences.

A discussion was also held about purchasing a computer for each course instructor, rather than one per course. Lisa made a motion to authorize the purchase computers for each of the two instructors assigned to teach in the Fall of 2020. Patricia seconded the motion. Motion carried unanimously.

GoToMeeting was discussed. Jennifer noted that each “class” will have its own “room,” much like a physical classroom. The link to that “room” will be active all the time, and the instructors can link up with students or others in that room at any time. This is controlled by the organizer or instructor, and the organizer has to be present in the room for this to occur.

Jennifer expressed her desire to have a CCMC Committee meeting in July or early August to discuss the next steps in the CCMC Recertification process, as it appears the proposed regulations are likely to be approved soon. The Committee agreed. A meeting will be scheduled in mid-July 2020.

The next meeting date was not definitively set, and there was no other business to discuss. Denise made a motion to adjourn the meeting at 10:55 AM. Seconded by William. The motion carried.

Respectfully submitted by Lisa Biagiarelli, Secretary